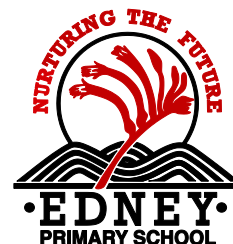


EDNEY PRIMARY SCHOOL

EXCURSIONS POLICY



Experiences of students outside the school grounds contribute to the development of their understandings, skills and attitudes and reinforce the school curriculum. Teachers are encouraged to conduct well planned off school site activities that are integrated with learning programs. Principals and teachers are required to ensure the safety of students in their care and careful planning should address the risk factors for students, staff and volunteers.

Definition

An excursion is any learning activity conducted off the school site that is organised and supervised by teacher(s) employed by the Department of Education and has gained the appropriate approval and is managed in accordance with relevant policies and procedures.

Roles and Responsibilities

PRINCIPAL

- ◆ The Principal must ratify that all planning for educational excursions meets school and departmental guidelines.
- ◆ The Principal must nominate a teacher to be in charge of the excursion.
- ◆ The Principal must approve all excursions prior to their commencement.
- ◆ The Principal must cancel all excursions where the required planning has not been undertaken.

TEACHERS

- ◆ Teachers must carefully choose an excursion that is relevant to the learning needs of the children and is age appropriate.
- ◆ The teacher must discuss with the Principal any possibility of individual student exclusion from the excursion.
- ◆ The teacher in charge of the excursion should arrange an Excursion Summary and prepare an Excursion Management Plan. This **should be submitted and discussed with the Principal at least 4 weeks prior to the date of the excursion**.
- ◆ Students not participating in an excursion need to be provided with appropriate learning alternatives.
- ◆ Duty of care remains the responsibility of the teacher in charge and the supervisors.
- ◆ Teaching staff must ask non teaching staff, external providers and volunteers and, if they agree to take on a duty of care, provide them with clear instructions as to the level of care required. The reasonable level of care required will depend on a range of factors, including students' age, experience, capabilities and behavioural characteristics.
- ◆ Must read and seek clarification of the **Department of Education's Duty of Care Policy, Excursion Policy and Outdoor Education and Recreation Activities Policy** as they relate to any excursion.

STUDENTS

- ◆ It is expected that all students will attend planned excursions but if not, will be provided with an appropriate learning alternative at school.
- ◆ Students are required to wear school uniform as per the School Dress Code.
- ◆ Students will demonstrate expected standards of behaviour.
- ◆ Students will remain with their group at all times and be responsible for their own belongings.

PARENTS

- ◆ Will be aware of the nature and details of the excursion as outlined in the permission note.
- ◆ Should ensure that students are adequately prepared on the day.
- ◆ Must complete the Student Health Details and Consent Form for Excursions accurately and promptly, and enclose the required amount of money (where appropriate).
- ◆ Will reinforce the school's behavioural and dress expectations.
- ◆ ***Will understand that poor behaviour may result in exclusion from school excursions.***
- ◆ Make available necessary medication and application forms as required by their child.
- ◆ Understand that students who have not paid and returned all paperwork by the due date may be excluded from participating

Date of Policy: May 2015

Endorsed by the Edney Primary School Board 12th May 2015.